



**MINUTES  
CITY COUNCIL WORK SESSION  
December 5, 2017**

**CALL TO ORDER**

The meeting was called to order at 5:03 pm.

**Present:** Mayor: Marty Schneider; Council: Tim Hultmann, Tom Skjaret, Jahn Dyvik (arrived following approval of the agenda), and Michelle Jerde

**Staff Present:** City Administrator: Scott Weske; City Attorney: John Thames

**Absent:** None

**Other:** Freya Thamman, Metropolitan Council Sector Representative; Metropolitan Council Member Jennifer Munt; and Stacie Kvilvang, Elhers and Associates

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

*A motion was made by Jerde, seconded by Skjaret, to approve the agenda as presented. Ayes: all.*

**OPEN CORRESPONDENCE**

No one was in attendance to address the City Council during Open Correspondence.

**BUSINESS ITEMS**

**Discussion with Metropolitan Council Representatives – 2040 Comprehensive Plan Update Requirement/Project**

Freya Thamman, Metropolitan Council Sector Representative, presented a Powerpoint highlighting the tools and resources available to assist with the Comprehensive Plan update. The Comprehensive Plan is to be completed by June 2018 to allow a six-month review period for surrounding communities. The final plan needs to be submitted to the Metropolitan Council by December 2018.

Staff was directed to fill out the application to allow access to the GIS service.

**Discussion of Utility Rates and Structure - Ehlers & Associates**

Stacie Kvilvang, Elhers and Associates, presented a Powerpoint to the Council breaking down proposed rates for City water and sewer utilities. The rate structure would include an increase in the fixed rate, per gallon rate, and also add a tier.

By adding another tier and adjusting tier amounts, it helps with conservation and meets the requirement that has been adopted by the area. Residential, Commercial, and Industrial will all have a tier added.

It was expressed that the sewer fund is in need of a large increase to at least break even and eventually increase the rate so the fund is to be able to replace infrastructure. The Council

understands that utility rates need to be adjusted and would want to make adjustments in two-year cycles to decrease the impact all at once.

## **OTHER BUSINESS**

### **Due to winter weather conditions, Metropolitan Council Member Munt arrived late to the meeting and spoke during Other Business.**

Munt mentioned that she has made visits to all of the cities in her district, highlighting all the tools Metropolitan Council offers that are available to cities. The last time she made the rounds, the main theme communicated by cities that don't have large staff sizes was the cost burden for cities to complete the Comprehensive Plan update projects. Since then, the goal has been to try and create a tool kit that can guide the process for completing minor Comprehensive Plan updates. The Metropolitan Council has the tools and resources to help.

### **Renaming of Brown Road Bridge Update**

Council member Hultmann explained that getting the bridge renamed in honor of Officer Mathews is a little difficult since it is a County Road. A new idea would be to install memorial signs in the right of way of the City to get make the process easier.

## **ADJOURN**

*A motion was made by Jerde, seconded by Skjaret, to adjourn the meeting. Ayes: all. Mayor Schneider adjourned the meeting at 6:18 pm.*

Respectfully submitted,

Scott Weske  
City Administrator